Performance & Development Solutions (PDS) Applied Management Series (AMS)

(PLEASE PRINT)

Name:		First	SS#:		
Department:	Work Location: Work Phone:				
Completion of the PDS Applied Manageme	ent Series (A nrollment co	AMS) Certificate nfirmation date	requires the five Core Courses and eight HR F to complete the program. Core courses take	olicy courses	s listed below.
Record Of Completion					
Core Courses	Course Number	<u>Date Taken</u>	HR Policy Courses	Course Number	<u>Date Taken</u>
Business & Organizational Ethics	SC 240		Americans with Disabilities Act	NC 123	
Communication Enhancement	GI 198		Discipline, Grievances, & the Contracts	NC 901	
Conflict Resolution	GI 165		Equal Employment Opportunity/Affirmative Action	NC 202	
Developing a Customer Focused Organization	SC 254		Family Medical Leave Act	NC 122	
Dimensions of Leadership	GI 230		From Interview to Hire	NC 301	
			Investigating Employee Misconduct	NC 118	
			Performance Evaluation	NC 401	
			Preventing Sexual Harassment for Supervisors	NC 119	
The following signatures indicate awareness of the	nis application	and support for co	ompletion of this certificate program within three (3) ye	ears.	
Employee Signature	Date		Department Director Signature	Date	
Supervisor Signature	Date		Training Liaison Signature (State Employee Only)	Date	
Please return the completed form to: State Employees: Your agency's Training, DA Non-State Employees: PDS Training, DA			0, Phone: (515) 281-5456		
or PDS Use Only: Confirmed: Cour ertificate Sent:	ses Valid Sin	nce:	Completion Date By:		